

## **TOWN OF LOS GATOS FEE SCHEDULE**

The following Fee Schedule is effective July 1, 2004 through June 30, 2005, unless updated by Town Council through the public hearing process. This fee schedule provides for a minimum annual adjustment for those fees that are directly related to personnel costs. This adjustment is based on the annually adjusted Consumer Price Index reported in February of each year by the Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area (MSA). Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Los Gatos region. Adjustments to the fee schedule greater than the CPI, require approval of the Town Council.

### **GENERAL ADMINISTRATION**

#### **Passport Fee**

Town	\$4
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U.S. Department of State Passport Fees\*  
(fees subject to change at any time by law)

\$30 (execution)
\$40 (Age 15 and Under)
\$55 (Age 16 and Over)
\$55 (Adult Renewal)
\$60 (Expedited Service)

Fee for Use of Town Hall  
Facilities (Council Chamber)  
Cleaning and Utility Fee

\$20.00 for one hour, plus \$10.00 for each additional hour
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Copy of Town Code

\$435.00
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Public Service Counter Research

\$30.00 per hour
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#### **Copying Charge**

8 1/2" x 11

\$.10 per page
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11 x 17

\$.35 per page
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Annual Subscription for Quarterly Town Code Supplements

\$100.00
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Copy of Zoning Ordinance

\$ 45.00
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Annual Subscription for Quarterly Zoning Ordinance Supplements

\$ 25.00
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Certified Copy of Birth Certificate

\$ 12.00
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Certification of Town Records	\$ 1.00
Annual Financial Report	\$ 25.00
Annual Budget	\$ 35.00
Capital Improvement Plan	\$ 25.00
Schedule of Meetings (annual mailing list)	\$ 6.00
Council Agendas (annual mailing list)	\$ 24.00
Council Minutes and Agendas (annual mailing list)	\$ 65.00
Tapes of Council or Planning Commission Meetings	\$ 10.00 (first tape) \$ 6.50 (each add'l tape)
Address Change Fee	\$ 50.00
Returned Check Fee	\$ 20.00
Election Filing Fee	\$ 25.00
Ordinances and Resolutions	\$ 4.00
Non-Profit/Exempt Business License Application Processing Fee	\$ 25.00

\*U.S. Department of State fees subject to change at any time by law.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **BUILDING DIVISION**

#### **1. General**

- |  |                          |
|--|--------------------------|
| A. Plan Copies: microfiche or other reprints sent to an outside firm | Actual cost              |
| B. Document Storage Fee-Microfiche                                   | Actual cost              |
| C. Duplicate Inspection Card   | \$26.00                  |
| D. Duplicate Plans Set   | \$98.00/hr<br>(½ hr min) |

#### **2. Building Permit Fees**

- |   |          |
|---|----------|
| A. <u>Permit Issuance</u>   |          |
| Fee for issuing a Building Permit   | \$31.00  |
| Additional Building Permit fee  | \$10.00  |
| B. Demolition Permit  | \$177.00 |
| C. <u>Building Permit Fees for New Construction and Addition</u>  |          |
| The fee for each building permit shall be based upon the 1997 Uniform Building Code as amended by the 2001 California Building Code |          |

<u>Total Valuation</u>	<u>Fee</u>
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000

\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and over	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof

D. Building Valuation Fee

A building valuation multiplier of 2.32 shall be used in conjunction with the Building Valuation Data provided in the publication, ***Building Standards***, published by the International Conference of Building Officials.

E. Building Permit Fees for Remodels, Alterations, and Repairs

The Building Official shall establish the valuation of said improvements, and fees will be assessed as per Schedule 2.C above.

F. Special Services & Inspections Fee Schedule

Inspection outside normal business hours (4 hr min)	\$84.00/hr
Re-inspection fees	\$84.00/hr
Inspections for which no fee is specifically indicated	\$84.00/hr (2/hr min)
Additional plan review required by changes, additions or revisions to plans (1 hour min)	\$110.00/hr
For use of outside consultants for plan checking and/or inspections	Actual costs
Services for which no fee is specifically indicated (½ hr min)	\$94.00/hr
Permit/Plan check time extension (per permit) (applies to permits that have not expired)	\$53.00
Express plan review or initial review (1 hr. minimum)	\$110.00/hr

G. Plan Review Fee

A plan review fee shall be charged at the time of filing application. This fee is separate from and shall be in addition to building permit fee. This fee is calculated at sixty-five percent (65%) of the building permit fee as per Schedule 2.C above.

H. Other Miscellaneous Factors to Determine Construction Valuation

Convert garage to habitable space	\$83.00/sq.ft.
Convert unfinished basement or attic to habitable	\$90.00/sq.ft.
Pools/Spas (gunit)	\$53.00/sq.ft.
Pools/Spas (vinyl/fiberglass)	\$26.00/sq.ft.
Siding - aluminum/vinyl/wood	\$ 7.00/sq.ft.

Antennas & Towers Const. Value As Applied  
Under 2.C Above

Commercial Awning or Canopy:	
Aluminum	\$22.00/sq.ft.
Canvas	\$16.00/sq.ft.
Fence or Freestanding Wall (over 6' high):	
Wood or metal	\$36.00/lf
Masonry	\$61.00/lf
Decks/Balcony	\$34.00/sq.ft.
Wood Deck	\$15.00/sq.ft.
Re-roofs	\$3.00/sq.ft.
Retaining Walls	\$75.00/lf

### 3. **Electrical Permit Fees**

- A. **Permit Issuance**
  - Fee for issuing an Electrical Permit \$31.00
  - Additional Electrical Permit fee \$10.00
- B. **Plan Review & Inspection Fees**
  - Plan review fee 25% OF Electrical Permit Fee
  - Additional plan review \$110.00/hr
  - Re-inspection fee \$84.00/hr
- C. **New Residential Construction** \$.10 sq. ft.
  - New buildings only, including garages
- D. **System Fee Schedule**
  - Private swimming pools \$42.00
  - Public swimming pools \$78.00
  - For alterations to existing pool, use Unit Fee Schedule E. below
  - Temporary Power Poles \$53.00
  - Temporary distribution system & temporary lighting \$26.00
  - Installation of illuminated signs (each) \$42.00
- E. **Unit Fee Schedule**
  - 1. Receptacle, switch and lights \$2.00
  - 2. Residential appliances: \$6.00
    - (cook top, oven, range, disposals, clothes dryers,
    - or other motor operated appliances not exceeding

one horsepower)	
3. Nonresidential appliances:	\$7.00
(medical & dental devices, food, beverage, drinking fountains, laundry machines, or other similar equipment)	
<b>Note:</b> for other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Generators/Motors	
4. Photovoltaic system (residential)	\$50.00
5. Solar systems (including controls)	\$50.00
6. Power apparatus (generators, transformers, A/C, heat pumps, baking equipment):	
Up to 10 KV, each	\$13.00
Over 10 KV not over 50 KV, each	\$21.00
Over 50 KV and not over 100 KV, each	\$42.00
Over 100 KV, each	\$58.00
7. Motors:	
Up to 10 hp	\$13.00
Up to 25 hp	\$21.00
Up to 55 hp	\$42.00
Over 55 ph	\$63.00
8. Transformers:	
Up to 5 KVA	\$13.00
Up to 10 KVA	\$21.00
Up to 50 KVA	\$37.00
Over 50 KVA	\$53.00
9. Busways (per 100 ft)	\$7.00
10. Service equipment:	
200 amps or less	\$53.00
201 to 999 amps	\$73.00
Sub-panels	\$26.00
11. Installation of spas or saunas	\$26.00
<b>F. <u>Other Electrical Fees</u></b>	
Duplicate job card	\$26.00
Permit extension (applies to permits that have not expired)	\$53.00
<b>4. <u>Mechanical Permit Fees</u></b>	
<b>A. <u>Permit Issuance</u></b>	
Fee for issuing a Mechanical Permit	\$31.00
Additional Mechanical Permit fee	\$10.00
<b>B. <u>Plan Review &amp; Re-inspection Fee Schedule</u></b>	
Plan review fee	25% of Mechanical Permit Fee
Additional plan review	\$110.00/hr

Re-inspection fee	\$84.00/hr
C. New Buildings only, including Garages	\$ .10/sq.ft.
D. <u>Unit Fee Schedule</u>	
1. Installation, of each heating system, A/C, boiler, compressor or air handler	\$26.00
2. Each duct repair or alteration	\$10.00
3. Each fireplace appliance	\$21.00
4. Each ventilating fan	\$10.00
5. Installation of separate flue or vents not included with the installation of an appliance	\$10.00
6. Installation of each hood with mechanical exhaust:	
Residential	\$21.00
Commercial	\$78.00
7. Each new or repair of gas piping system	\$47.00
8. Each additional gas outlet	\$15.00
9. Installation of evaporative cooler	\$21.00
E. <u>Other Mechanical Fees</u>	
Duplicate job card	\$26.00
Permit extension (applies to permits that have not expired)	\$53.00
5. <b><u>Plumbing Permit Fees</u></b>	
A. <u>Permit Issuance</u>	
Fee for issuing a Plumbing Permit	\$31.00
Additional Plumbing Permit fee	\$10.00
B. <u>Plan Review &amp; Re-inspection Fee Schedule</u>	
Plan review fee	25% of Plumbing Permit Fee
Additional plan review	\$110.00/hr
Re-inspection fee	\$84.00/hr
C. <u>New Residential Construction</u>	\$ .10 sq. ft.
New buildings only, including garages	
D. <u>System Fee Schedule</u>	
Private swimming pools	\$63.00
(including heater, water piping, gas piping)	
Public swimming pools	\$94.00
(including heater, water piping, gas piping)	
Lawn sprinkler system on one meter	\$26.00
Each new or repair of gas piping system	\$47.00
Each drainage, sewer system	\$26.00
Radiant floor heating system	\$78.00

E. Unit Fee Schedule

1. Each plumbing fixture or trap or set of fixtures on one trap	\$10.00	
2. Each sewer cleanout, backflow device	\$10.00	
3. Each septic system abatement	\$78.00	
4. Rainwater systems - per drain (inside building)	\$10.00	
5. Each water heater, water softener	\$21.00	
6. Each grease interceptor (750 gallon capacity)	\$53.00	
7. Each grease trap (1-4 fixtures)	\$31.00	
8. Residential water re-piping	\$78.00	
9. Each ejector/sump pump	\$26.00	
10. Each vacuum breaker/hose bib	\$10.00	
11. Each water piping system repair or replacement		\$15.00
12. Each additional gas outlet	\$15.00	

F. Other Plumbing Fees

Duplicate job card	\$26.00
Permit extension (applies to permits that have not expired)	\$53.00

G. State of California Title 24 Part 2 Energy and Accessibility Code and Regulation Plan Review and Inspection Fees

A surcharge shall be added to the building permit fee for the cost to plan review and inspect for compliance with State of California Title 24 Regulations. This fee is calculated at fifteen percent (15%) of the building permit fee. This fee is applied whenever a plan review fee is assessed.

**PLANNING DIVISION**

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed/processed by other departments/agencies which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost(s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

**Fees for Additional Processing**

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

**Fees for Lack of Progress**

If additional information is required by the Town for an application and the requested



information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

### **Fees for Major Projects**

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

**Surcharges:** All of the following applications are subject to the surcharge fees as set forth in Section 5.H.

## **1. Zoning Approvals**

### **A. Architecture and Site Applications \***

#### **(1) Development Review Committee (DRC) Approval**

a.	New single family detached (HR & RC zone)	\$4,492.00
b.	New single family detached (HR & RC zones) per unit, as part of a Planned Development	\$3,370.00
c.	New single family or two family units	\$3,185.00
d.	New single family or two family (any other zone) per unit, as part of a Planned Development	\$2,388.00
e.	Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot)	\$1,212.00

#### **(2) Planning Commission Approval**

a.	DRC applications as determined in Section 1.A.(1) or minor residential development applications that require Planning Commission approval (this fee supplements the fee established in Section 1.A.(1) and Section 1.F)	\$1,755.00
b.	New two family unit	\$3,185.00
c.	New nonresidential	\$4,952.00
d.	New multiple family	\$4,504.00
e.	Demolition request with a Planned Development application	\$1,212.00
f.	All other (i.e.: exceed FAR, major grading, etc.)	\$2,967.00

\* Aside from the fees noted above, no additional Architecture and Site application fees will be assessed for projects that involve an historic structure or site.

### **B. Conditional Use Permits**

1.	Conditional Use Permit	\$3,433.00
2.	Conditional Use Permit (when consolidated with another application for new development)	\$569.00
3.	Conditional Use Permit for restaurant **	
	Tier one	\$2,090.00
	Tier two	\$3,433.00

\*\* Tier one fee is applicable if all responses on Restaurant Checklist are "NO". Tier two fee is applicable if any response on Restaurant Checklist is "YES".

C.	Variance	\$2,524.00
D.	<u>Rezoning</u> (other than Planned Development)	
1.	Without General Plan or Specific Plan Amendment.	\$3,684.00
2.	With General Plan or Specific Plan Amendment	\$5,642.00
E.	<u>Planned Development</u>	
1.	Without General Plan or Specific Plan Amendment	\$15,551.00
2.	Without General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$20,469.00
3.	With General Plan or Specific Plan Amendment	\$18,396.00
4.	With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$23,311.00
5.	Town Council Modification to a Planned Development	75% of current fee
6.	DRC Modification to a Planned Development	\$6,161.00
7.	Publication costs for the planned development ordinance shall be paid by the applicant.	
F.	Minor Residential Development	\$1,212.00
G.	Agricultural Preserve Withdrawal	\$2,289.00
H.	<u>Planning Division Certificates of Use and Occupancy</u>	
1.	Change of use	\$186.00
2.	Change of occupancy (excluding change of proprietor of a continuing business enterprise)	\$91.00
3.	Use/occupancy clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit	No fee
I.	Hazardous Materials Storage Facility Application	\$1,009.00
J.	Home Occupation Permit	\$115.00
K.	<u>Sign Application</u>	

	1.	New permanent sign	\$252.00
	2.	Temporary nonresidential sign	\$53.00
	3.	Change of face only	\$104.00
	4.	Sign program	\$1,195.00
L.		<u>Secondary Dwelling Units</u>	
	1.	New or existing unit	\$769.00
	2.	Two existing units	\$1,067.00
M.		Mobile home Park Conversion Permit	Actual cost (\$5,000.00 deposit)
N.		Town Code Amendments	Actual cost (\$2,000.00 deposit)
O.		<u>Administrative Land Use Permit</u>	
	1.	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$101.00
	2.	Major telecommunications facility which do not require a Conditional Use Permit	\$1,217.00
2.		<b><u>Subdivisions</u></b>	
	A.	Lot Line Adjustment (DRC Approval)	\$1,150.00
	B.	4 Lots or Less	\$4,804.00
	C.	5 Lots or More	\$7,618.00
	D.	Vesting Tentative Map	Fee to be based on the number of lots under 2B or 2C
	E.	Lot Merger and Reversion to Acreage (DRC Approval)	\$568.00
	F.	Condominium	\$4,023.00
	G.	Certificate of Compliance (DRC Approval)	\$2,305.00
3.		<b><u>Miscellaneous Application Fees</u></b>	
	A.	Time Extensions to Approved Application	50% of current fee
	B.	Modification to Approved Application	75% of current fee
	C.	Conceptual Development Advisory Committee Review	\$1,090.00

D.	Push Cart Permit	\$265.00
E.	<u>Auto Dealer Events</u>	
1.	Small promotional events	\$50.00
2.	Large promotional events	
		\$250.00

**4. Environmental Assessment Fees**

A.	Categorical Exemption	No fee
B.	Initial Study	\$3,000.00 deposit*
C.	Negative Declaration	\$1,505.00
D.	Environmental Impact Report	Consultants fee
E.	Draft EIR Review Fee	\$8,329.00 Plus 10% of EIR cost
F.	Impact Monitoring Program (AB3180)	Actual cost on an hourly basis plus cost of consultant (if necessary)

\* The \$3,000 fee is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit. Any fund balance will be refunded.

**5. Other**

A.	Pre-application Conference Fee	\$101.00
B.	Fence Height Exceptions	\$150.00
C.	Request for Service Not Covered by Any Other Fee	Actual cost
D.	<u>Peer/Technical Review</u> – (any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant)	Actual cost (\$1,500.00 deposit plus 10% of actual cost for administrative charge)
E.	<u>Fees For Additional Tech Review and/or DRC Review</u> DRC beyond three meetings, Planning Commission hearing beyond two meetings, Town Council hearing beyond one meeting	Actual cost
F.	Microfilming Files	Actual cost

- G. Building Permit Plan Check Fee 20% of building fee
- H. Surcharges
1. Permit tracking maintenance and update surcharge 4% of Development Application fee
  2. General Plan update surcharge .5% of building valuation  
for new construction and additions or  
10% of zone change and subdivision fee
  3. Route 85 Study Plan surcharge 10% of application fee  
for applications in Route 85 Study Plan Area\*\*\*
  4. Advanced Planning projects 10% of application fee
  5. North 40 Study Plan surcharge Actual cost on proportionate basis
- \*\*\* Not charged to the following applications: 1H, 1J, 1K, 3C, 3D and 3E
- I. Applications for Work Unlawfully Completed Double current application fee
- J. Consultation Actual cost on an hourly basis
- K. Appeals
1. Fee to appeal Planning Commission decision to Town Council \$262.00 per residential  
\$1,047.00 per commercial,  
multi-family or tentative map
  2. Fee to appeal Director of Community Development or Development Review Committee decision to Planning Commission \$131.00 per residential  
\$524.00 per commercial
  3. Tree appeals \$53.00
  4. Appeal transcription fee of Planning Commission Actual cost  
minutes Minimum \$500.00 deposit  
(only applies to appeals from Planning Commission to Town Council)
- L. Research Services Minimum Charge Actual Cost  
Minimum \$100.00 Deposit
- M. Zoning Research
1. Basic zoning letter \$150.00
  2. Legal non-conforming verification \$350.00
  3. Reconstruction of legal non-conforming structures (Burndown Letter) \$150.00

**6. Payment of Application Fees**

All application fees are to be paid at the time the applications are submitted to the Community Development Department. If the applicant withdraws an application, which requires a hearing by the Planning Commission, prior to processing the application for the hearing, 40% of the paid application fee shall be refunded to the applicant at the discretion of the Director of Community Development. All other fees are non-refundable.

**7. General Administration Fees**

\*All reports and studies will be made available for the actual cost of duplicating that report or study.

A.	Development Review Committee Agendas	\$36.00
B.	Planning Commission Agendas	\$24.00
C.	Planning Commission Minutes	Actual cost
D.	<u>Plan Copies</u>	
1.	Microfiche or other reprints sent to an outside firm	\$30.00 plus costs
2.	Blueprint reproduction in house	\$3.00 per page
E.	Compact disk of Planning Commission Meetings	\$10.00 per CD
F.	Copy of Subdivision Ordinance	\$25.00
G.	General Plan (including maps)	\$25.00
H.	Hillside Specific Plan	\$5.75
I.	Hillside Standards and Design Guidelines	\$10.00
J.	Commercial Design Guidelines	Actual cost
K.	Subdivision Ordinance	\$25.00
L.	General Plan/Zoning Maps (24" x 36")	
1.	Black & White	\$9.00
2.	Color	\$40.00
M.	Blossom Hill Open Space Study	\$13.50
N.	Commercial Specific Plan Report	\$11.50

O.	Residential Design Guidelines for Pre-1941 Structures	\$4.50
P.	Housing Element Technical Appendix	Actual cost

## COMMUNITY SERVICES DEPARTMENT

### **A. LOS GATOS DOWNTOWN NEIGHBORHOOD CENTER FEE SCHEDULE**

#### Rental Rates:

Rental fees may be paid at the time of the application or any time no less than two weeks before the scheduled date.

- a. If rental fees are not paid at least two weeks prior to the event, then the application may be terminated.
- b. If a reservation is cancelled at least two weeks before the scheduled event, 100 percent of the security deposit and room rental fees which may have been paid to the Town will be returned.
- c. If notice is given to cancel an event less than two weeks before the scheduled event, half of the room rental fees and none of the security deposit paid to the Town will be returned.
- d. Any required security deposit must be paid at the time the reservation form is submitted to secure the reservation.

	<u>Hall</u>	<u>Kitchen</u>	<u>Lounge</u>	<u>Conference Room</u>
<u>Category I:</u> Government Agencies, Community Service Organizations Serving Los Gatos' Senior Citizens, and Neighborhood Center Tenants	No Charge	No Charge	No Charge	No Charge

#### Category II: Community Service Groups

1. Activities (non-profits)  
There is a 2 hour minimum for all rental usage.

a. Resident	\$30/hr	No Charge	\$15/hr	\$10/hr
b. Non-Resident	\$100/hr	No Charge	\$40/hr	\$30/hr
c. Security Deposit	\$300	No Charge	\$100	\$100
d. Security Deposit (Alcohol is served)	\$500	No Charge	\$500	\$500

2. Fees Charged for Fundraising Activities  
There is a 2 hour minimum for all rental usage.

a. Resident	\$100/hr	No Charge	\$40/hr	\$30/hr
b. Non-resident	\$200/hr	No Charge	\$80/hr	\$60/hr
c. Security Deposit	\$300	No Charge	\$100	\$100
d. Security Deposit (Alcohol is served)	\$500	No Charge	\$500	\$500

Conference



	<u>Hall</u>	<u>Kitchen</u>	<u>Lounge</u>	<u>Room</u>
<u>Category III: Private Parties</u>				
There is a 2 hour minimum for all rental usage.				
a. Resident (Including Town Employees)	\$100/hr	No Charge	\$40/hr	\$30/hr
b. Non-Resident	\$200/hr	No Charge	\$80/hr	\$60/hr
c. Security Deposit	\$300	No Charge	\$100	\$100
d. Security Deposit (Alcohol is served)	\$500	No Charge	\$500	\$500

### **Building Attendant:**

1. Zero to 8 hours      \$15.00
2. Over 8 hours      \$22.50

The cost for the Building Attendant's time is the prevailing wage set by the Town's Salary Schedule. Attendants are employed by the Town on behalf of the applicant. Recreation costs are charged to the applicant. A Building Attendant is required under any of the following circumstances:

- alcohol is served;
- more than 50 people are in attendance

### **Security Guard:**

Security Guards are hired directly by the applicant. Verification that services have been contracted for must be submitted to the Neighborhood Center office at least two weeks prior to the scheduled event. A Security Guard is required under any of the following circumstances:

- alcohol is served, and;
- more than 75 people are in attendance

### **Applicants:**

The Downtown Neighborhood Center may be scheduled by the categories of users listed below:

1. Category I: Government Agencies; Senior Organizations, and Neighborhood Center Tenants  
Groups qualifying as government agencies and senior organizations include the following:
  - Federal, state, county and municipal agencies that provide a community service for the citizens of Los Gatos.
  - Organizations, including the Los Gatos-Saratoga Department of Community Education and Recreation which provide activities specifically for Los Gatos' senior citizens.
  - Neighborhood Center Tenants which provide a community service that does not involve fundraising.

Category II: Community Service Groups

Groups qualifying as community service groups include the following:

- Nonprofit organizations which have obtained 501(c) 3 ruling from the State (must be documented by ruling letter from State).
- Los Gatos Service and Community organizations - groups which provide recreational, cultural, leisure or other community service activities to Los Gatos residents, including the Los Gatos-Saratoga Department of Community Education and Recreation.
- Los Gatos Elementary School District and the Los Gatos Joint Union High School District.

Category III: Private parties

a. Resident

For private parties or wedding receptions to qualify for the resident fee, (\$60/hr) the Neighborhood Center may be reserved either by a Los Gatos resident or by a non-resident's immediate family member who is a Los Gatos resident. An immediate family member is defined as: mother, father, sibling, and children of applicant, grandparents, stepchildren and parents.

b. Non-Resident

Applicants who do not meet a. above.

**Priority:**

Category I applicants have priority over Category II and III applicants for use of the Center.

**General Regulations:**

1. Use is limited to ten hours.
2. If use exceeds hours on application form, then fee is charged at 1.5 times the rate.
3. All checks made payable to the Town of Los Gatos
4. Refundable deposits are returned within forty-five days by the Town of Los Gatos.

**Definitions:**

1. **Resident**

a. To qualify as a "resident" group, at least 51 percent of the Board of Directors or membership attending the function must be Los Gatos residents.

b. Documentation required for a. above: Drivers license or other personal picture identification, including the applicant's address and telephone number.

2. **Non-Resident**

"Non-resident" groups are those that meet all of the criteria of a community service

group, but do not meet the definition of a "resident".

3. **Fundraising Activities**

- a. Community service groups applying for use of the facility to hold a fundraising activity or activity for which admission or a fee is charged must meet all of the criteria under a. above. Resident or non-resident rates are charged depending on the residence of members or activity attendees.
- b. Tenants of the Town of Los Gatos applying for use of the facility to hold a fundraising activity will be required to pay the necessary fees under Category II.

**B. Program Space for Non-Profit Agencies**

\$1.75/sq. ft./month

Neighborhood Center tenants may schedule rooms in the facility for business purposes. Fees are not collected unless the value of the space scheduled exceeds \$50 x sq. ft. leased on annual cumulative basis

## **LIBRARY**

### **Fees**

ILL (non SVLS) \$1.00

### **Overdue Fines**

Adult materials	\$.25/day \$10.00 max/per item
Children's/Teen materials	\$.25/day \$5.00 max/per item
Periodicals - Adult/Children's	standard fine to cost of item

### **Lost or Damaged Items**

Replacement of Adult book/AV item	Cost of item plus \$10.00 processing fee
Replacement of Teen/Children's book/AV item	Cost of item plus \$5.00 processing fee
Replacement of Adult paperback	Cost of item plus \$5.00 processing fee
Replacement of magazine	Cost of item plus \$5.00 processing fee
Patron procures replacement copy	Half of normal processing fee for item type

Replacement of single cassette from audio book \$7.00

Internet printing, initial ten free, thereafter each page \$0.10

# PARKS & PUBLIC WORKS DEPARTMENT

## GENERAL AND ADMINISTRATIVE FEES

- |    |  |   |
|----|--|---|
| A. | <u>Photo Copying Charge – plus actual mailing costs, as applicable</u> |   |
|    | 8 ½" x 11"   | \$0.10 per page                               |
|    | 11" x 17"  | \$0.35 per page                               |
|    | Maps, plans, etc. (larger than 11" x 17")                              | Actual Cost- sent to San Jose Blueprint       |
| B. | <u>Printing Charge – plus actual mailing costs, as applicable</u>      |   |
|    | 8 ½" x 11"   | \$0.25 per page                               |
|    | 11" x 17"  | \$0.50 per page                               |
|    | Maps, plans, etc. (larger than 11" x 17")                              | \$5.00 per page                               |
| C. | Digital Topography and Photography                                     | \$1500.00 per acre to property's owner        |
|    | Aerial photographs and topography of property                          | \$3,000.00 per acre-not property's owner      |
|    | on to a CD. Note: These items are not field                            |   |
|    | survey documents   |   |
| D. | Permit Tracking Maintenance and  |   |
|    | Update Surcharge (Computer Service Fee)                                | 4% of permit fee, except Parks Use Permit fee |
| E. | Microfilming Fee   | Actual Cost                                   |

## PARKS PROGRAM PERMIT FEES

	<u>Resident</u>	<u>Non-Resident</u>
<b><u>Park Use Permit</u></b>		
Park uses not covered	\$46.00	\$ 61.00
By picnic use fees	and \$100 refundable clean-up deposit	and \$100 refundable clean-up deposit
<b><u>Specific Park Use Fee</u></b>		
Group B.B.Q. Area Fee	\$41.00 (1 group site) and \$100.00 refundable clean-up deposit	\$ 76.00 (1 group site) and \$100.00 refundable clean-up deposit
	\$76.00 (2 group sites) and \$100.00 refundable clean-up deposit	\$127.00 (2 group sites) and \$100.00 refundable clean-up deposit

	<u>Non-Profit</u>	<u>For Profit/Private Parties</u>
Organized Recreational Activity Use:		
Multiple date use for ongoing recreational/educational purposes	\$46.00 plus \$15.00 each additional date	\$61.00 plus \$30.00 each additional date
	<u>Resident</u>	<u>Non-Resident</u>
Use of Gazebo (Oak Meadow) Non-Profit:	\$41.00 per hour and \$500.00 refundable clean-up deposit	\$81.00 per hour and \$500.00 refundable clean-up deposit
Private Parties:	\$61.00 per hour and \$500.00 refundable clean-up deposit	\$122.00 per hour and \$500.00 refundable clean-up deposit
Pageant Grounds:	\$203.00 per event and \$100.00 refundable clean-up deposit	\$304.00 per event and \$100.00 refundable clean-up deposit
Vehicle Escort Fee	\$46.00	\$ 61.00
Parking Fee	No charge	\$4.00 per vehicle year-round

### **Development Related Fees**

A.	Final Occupancy Clearance (New Construction or Remodel)	
1.	Landscape inspection requests	\$101.00 per inspection
B.	Water Efficient Landscape Plan Review	\$479.00
C.	Staff Time Spent for Major Development Applications	\$517.00*
	Basis: Development Review Committee Meetings	1.5 hrs. (estimate)
	Site Visits	4 hrs. (estimate)
	Review Plans	4 hrs. (estimate)

\*Note: Time spent over and above the initial application fee will billed at the employee and equipment hourly charge-out rate

### **Tree Related Fees**

- |    |  |  |
|----|--|--|
| A. | Tree Removal Permit Application to remove one tree | \$ 101.00  |
|    | Additional tree removal fee                        | \$ 50.50/each  |
|    | If application is denied                           | additional tree<br>50% refund  |
| B. | Illegal Tree Removal Administrative Fee            | \$203.00   |
| C. | Replacement Trees - Town Forestry Fund             | Tree cost for each 24", 36", and/or 45" box<br>size will be the Market Price plus the<br>Installation Cost, determined by the Director |
|    | Per Tree Ordinance section 29.10.0985              |  |

**Equipment Hourly Charge-Out Rate as Follows:**

<u>Description</u>	<u>Cost/hour</u>
Pick-up Truck	25.00
1 ton Flatbed Truck	35.00
Utility Truck	45.00
Dump Truck (10 Wheel)	70.00
Dump Truck (Bobtail)	50.00
Paint Truck	70.00
Line Remover	20.00
Large Mower	50.00
Skidster Loader	50.00
Tractor-loader	50.00
Backhoe	70.00
Rubber-tired Loader	70.00
Roller	50.00
Van	30.00
Paving Box	50.00
Rodder	50.00
High Pressure Sewer Cleaner	95.00
Brush Chipper	35.00
Chipper Truck	50.00
Aerial Unit	75.00
Street Sweeper	75.00
Forklift	35.00
Trailer	35.00

<u>Description</u>	<u>Cost/hour</u>
Concrete Saw	25.00

Air Compressor	25.00
Arrowboard	25.00
Generator	20.00
Chainsaw	15.00
Blower	10.00

## **ENGINEERING PROGRAM**

The following fees constitute a comprehensive listing of the various fees charged by the Engineering Program. Certain types of application/permits must be reviewed and/or processed by other Town departments or public agencies, which may charge separate fees. Applicants are advised that the fees for those services are not included in the Engineering Program's fees. Where the term "actual cost(s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants and employee cost , (including salary, benefits and overhead).

### 1. Engineering Fees

#### A. Annexation Fees

1. 1 lot	\$2,400
2. 2 lots	\$1,200
3. 3 lots	\$ 800
4. 4 lots	\$ 600
5. 5 lots or more	\$ 400

#### B. Engineering Plan Check Fees (Public Improvements & Grading Permits)

1. Application fee	\$ 203
2. First \$50,000 of value	6% of estimated cost of improvements
3. Next \$50,000 of value	4% of estimated cost of improvements

#### C. Additional Engineering Plan Check Fees

1. Each additional plan check beyond three reviews	Actual cost
--	-------------

#### D. Inspection Fee (Public Improvements & Grading Permits)

1. First \$50,000 of value	9% of estimated cost of improvements
2. Next \$50,000 of value	5% of estimated cost of improvements
3. Outside Inspector	Actual cost plus 17%



E. Work In or Use of Public Right-of-Way

- |    |  |   |
|----|--|---|
| 1. | Construction Encroachment Permit Fee                           | \$200   |
| a. | Work over \$4,000  | \$200 plus 5% of estimated cost of improvements   |
| b. | Work done at night or week-ends                                | \$200 plus actual cost of staff time  |
| c. | Underground utility locating surcharge                         | \$200 plus \$30   |
| 2. | Dumpster Permit  | \$100   |
| 3. | Storage Permit   | \$100 + \$500 refundable Storage Unit Removal Deposit, to cover cost of removal if abandoned. |
| 4. | NPDES Permit: See Sections R (NPDES) & S (Storm Drainage Fees) |   |

F. Engineering Subdivision Map Checking

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | 1 - 4 lots                          | \$ 2,000  |
| 2. | 5 or more lots                      | \$3,000 + 500 lot over 4  |
| 3. | Map Check done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |

G. Engineering Reversion to Acreage

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | Map Check                           | \$ 800  |
| 2. | Map Check done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |

H. Engineering Lot Merger

- |    |                                  |   |
|----|----------------------------------|---|
| 1. | Certificate                      | \$ 600  |
| 2. | Map checking                     | \$1,040   |
| 3. | Review done by Town's Consultant | Consultant Cost plus 25% surcharge for reports, reviews, and processes. |

I. Engineering Lot Line Adjustments

- |    |              |         |
|----|--------------|---------|
| 1. | Certificate  | \$ 600  |
| 2. | Map checking | \$1,040 |

3.	Review done by Town's Consultant	Consultant Cost plus 25% surcharge for reports, reviews, and processes.
J.	<u>Certificate of Compliance</u>	
1.	Certificate review and preparation	\$ 645
2.	Review done by Town's Consultant	Consultant Cost plus 25% surcharge for reports, reviews, and processes
	<u>Abandon Excess Public Right-of-Way</u>	
1.	Application fee	\$ 645
2.	Processing fee	\$ 2,180
K.	<u>Abandon Excess Public Easement</u>	
1.	Application fee	\$ 344
2.	Processing fee	\$ 1,370
M.	<u>Assessment District Re-Spread</u>	Consultant Cost plus 25% surcharge for reports, reviews, and processes.
N.	<u>Assessment District Formation</u>	Consultant Cost plus 25% surcharge for reports, reviews, and processes.
O.	<u>Tree/Landscaping Maintenance Agreement</u>	
1.	Single family or two family	\$ 264
2.	Multi-family or commercial	\$ 395
P.	<u>Traffic Related Fees</u>	
1.	Pre-development review (Staff traffic impact analysis)	Actual cost, \$100 deposit required
2.	Traffic Impact Analysis	
	a. Consultant Report fee	Consultant fee
	b. Staff Review fee	\$450 + 10% of the traffic consultant report cost
3.	Staff Review of Report Done by	Actual cost, \$1,000

	Developer's Consultant	deposit required
Q.	<u>Geotechnical Peer Review Fees</u>	
	1. Town Geotechnical Consultant Peer Review fee	Consultant Cost + 10%
R.	<u>NPDES</u>	
	1. New regulations application and processing fee (Charged on all Building, Encroachment, & Grading Permits, and some Storage Permits.)	\$ 50
	a. No change in impervious area	\$ 50
	b. Change in grading or impervious area	\$ 0.10 sq ft with a \$50 minimum
S.	<u>Storm Drainage Fees</u>	
	1. Development Projects	
	a. Single family lots - hillside area Section 24.60.035(b) (3): For subdivision whose lots exceed one acre, the fee shall not exceed that of one acre per lot	\$3,000/ac.
	b. Single family lots - not hillside area	\$3,600/ac.
	c. Multiple family dwelling units	\$3,600/ac. plus \$135 each unit in excess of two, not to exceed \$4,500/ac.
	d. Commercial, industrial, hospitals, churches, schools, and others	\$4,500/ac.
	2. Building/Grading Permits (Building, Structures & impervious areas)	
	a. New Impervious area, per sq. ft.	\$.75/sq. ft.
	b. Engineering Inspection (Improvement Construction)	Requires \$1,500 initial deposit; fee is \$100/hr, deducted from initial deposit.
	2. Building/Grading Permits (Building, Structures & impervious areas)	
	b. Engineering Inspection	Remaining balance billed to applicant or reimbursed, as appropriate.
	c. Construction Encroachment Fee	\$100/hour

T.	<u>Street Improvement In-Lieu Fee</u>	
	1. Sidewalks	\$10 per linear foot
	2. Curb and Gutter	\$50 per linear foot
U.	<u>Trail improvements in-lieu fee</u>	\$15.00/per sq ft. or determined by Director
V.	<u>Fees for work done without Required Permit</u>	
	Includes Encroachment & Grading permits	Double All Fees
W.	<u>Hauling Permits</u>	
	1. House Moving Fee	
	a. Per House, plus	\$ 507
	b. Deposit for Facilities Damage	\$2,028
	2. Hauling (Overweight Vehicle) Permit	State Mandated Fee* (Currently \$18)
*The current State mandated fee is \$18. It was changed to allow the Town to collect the current fee, if it increases in the future.		
X.	<u>Road Impact Fee (Ordinance 1984)</u>	
	1. New Buildings, Additions & Demolitions:	
	a. Commercial	\$0.20/sq. ft
	b. Residential	\$0.15/sq. ft
	c. Pools/spas/water features	\$0.25/sq. ft
	2. Alterations/Remodels/Re-roof/Repairs/Decks, etc.	\$0.10/sq. ft
X.	<u>Road Impact Fee (Ordinance 1984)</u>	
	3. Landscape/Grading Permits, Encroachment Permits, Parking Lot Paving, Retaining Walls, Public Improvements	\$1.40 per cubic yard in excess of 15 cubic yards

## **STREETS PROGRAM**

### A. Hazard and/or Debris Removal

1. Staff time spent to conduct hazard and or debris removal caused by citizen negligence.

Hourly rate of  
employee and  
equipment

## **POLICE DEPARTMENT**

Fingerprinting	\$20.00 per each Livescan application
Report Copies	\$15.00 up to 20 pages (\$0.50 ea. page over 20)
Subpoena Duces Tecum	Per California Evidence Code Section 1563
Photographs	\$32.00 for first 3 \$5.00 for each thereafter
Bingo Permits	\$50.00 each
Concealed Weapons Initial Permit	\$100.00 (plus DOJ fingerprinting fee)
Concealed Weapons Renewal Permit	\$25.00 California Penal Code Section 12050.2
Solicitor/Peddler's Permit	\$35.00
Bicycle Licenses	\$2.00 each
Tow Truck Driver's Permit (initial)	\$120.00 (includes DOJ fingerprinting fee)
Tow Truck Driver's Permit (renewal)	\$75.00
Tow Truck Service Permit (initial)	\$350.00
Tow Truck Service Permit (renewal)	\$250.00
Clearance Letters	\$40.00 each, if not notarized, additional \$10.00
Fortune-Telling Registration	\$180.00 each
<b><u>Administrative Fee for:</u></b>	
Special Events	
1) For-Profit Groups	\$400.00 each
2) Not-For-Profit Groups	\$100.00 each

## **Administrative Fee for:**

Special Events	
3) All Other Costs	As specified in Special Events Ordinance, §14.100.045
Other Special Police Services	Pursuant to Agreement between Police Chief and Requestor
<b>Administrative Fee for:</b>	
Motion Picture/Television/	
Commercial Still Photo	
1) For-Profit Groups	\$400.00 each
2) Not-For-Profit Groups	\$100.00 each
Local Booking Fees and	
Emergency Response Caused by	
1. Drinking Drivers	Officer(s) compensation per minute (Step 5) times overhead. Overhead is the total Police budget minus the total officer's salaries, benefits and the parking program divided by the total Police Budget.
2. Second Response due to Disturbances	
Lab Tech Fee (for chemical tests related to drinking drivers)	\$38.50 with possible annual increase as specified by new vendor rate
Horse Drawn Vehicle	\$98.00 Application Fee
	\$50.00 Driver's Permit (Annual)
	\$50.00 Vehicle Permit & Inspection Fee
	\$50.00 Annual Renewal and Inspection Fee
Firearms Dealers Permit	\$300.00

Vehicle Release	\$150.00
False Alarm	\$75.00 (3rd false alarm) \$150.00 (4th false alarm) \$250.00 (5th false alarm) Sixth and subsequent alarms service charge shall be increased by \$250.00 per activation
Vehicle Repossession Release Fee	\$15.00 (Government Code Section 41612)
In-House Booking Fee	Not to exceed \$70.00
Non-LG Cite Sign Off	\$10
Citation issued for failure to display appropriate Permit or placard. Dismissal fee in lieu of full Bail amount:	
Handicap CVC22507.8/22500(1)	\$30.00
Parking permits	\$10.00
Town Code Parking Violation Fees	
15.40.015 (Overtime Parking)	\$35.00
15.40.065 (Vehicle Storage on Street)	\$60.00
15.40.070 (Commercial Vehicles in Residential Zones)	\$60.00
15.40.075 (For Sale/Non Emergency Repair)	\$35.00
15.40.080 (Preferential Parking)	\$45.00
15.40.080(b) (Permit Required Area)	\$45.00
15.40.080(c) (Fraudulent use of permit)	\$100.00
15.40.085 (Posted No Parking Special Events)	\$35.00
15.40.090 (Parking on Parkway)	\$35.00
15.40.095 (Marked Parking Space)	\$35.00
15.40.100 (Parking on Grade)	\$30.00
15.40.105 (Designated parking VC22507.8)	\$280.00
15.40.110 (Marked Curb)	\$35.00
California Vehicle Code Parking Violation Fees	
21113(a) VC (Public Lot Parking in Permit Area)	\$15.00



22500(b) VC (On Crosswalk)	\$35.00
22500(e) VC (Blocking Driveway)	\$35.00
22500(f) VC (On Sidewalk)	\$35.00
22500(h) VC (Double Parking)	\$35.00
22500(i) VC (In Bus Zone)	\$255.00
22500(l) VC (Blocking Curb Access Ramp)	\$255.00
22500.1 VC (Blocking Fire Lane)	\$35.00
22502(a) VC (Parallel 18in. Right Curb)	\$35.00
22502(e) VC (One way within 18in. Left Curb)	\$35.00
22507.8(a) VC (designated disabled parking)	\$280.00
22507.8(b) VC(disabled space inaccessible)	\$280.00
22507.8(c)(1-2) VC (on stall or cross hatch lines	\$280.00
22514 VC (within 15ft of fire hydrant)	\$35.00
22521 VC (within 7ft of railroad track)	\$35.00
22522 VC (within 3ft sidewalk access ramp)	\$280.00
23333 VC (vehicular crossing)	\$72.00
4000(a) VC (Expired Registration)	\$135.00
	\$10.00 if corrected w/in 21 days of issue date
5204(a) VC (No Registration Tabs)	\$76.00
	\$10.00 if corrected w/in 21 days of issue date
5200 VC (Missing License Plate)	\$76.00
	\$10.00 if corrected w/in 21 days of issue date

## **Parking Permit Fees**

### Residential

Annual residential parking permit/per vehicle (Limit - 4 per residence)	\$25.00
Visitor guest passes: Two (2) complimentary with the purchase of the primary permit	
Special Event permit (one day)-First permit	\$ 5.00
Each additional (one day)	\$ 1.00
Replacement permit for vehicle change	\$10.00 (within calendar year)
Lost permit replacement	\$25.00
Damaged permit replacement (with return of permit)	\$10.00

Employee

Standard Employee monthly	\$25.00
Standard Employee annual	\$200.00
Premium Employee monthly	\$35.00
Premium Employee annual	\$300.00
Lost permit replacement	\$25.00
Damaged permit replacement (with return of permit)	\$10.00
Construction Parking Permit	
One day parking permit per construction vehicle	\$10.00
Each additional day per vehicle	\$ 2.00